

HOUSATONIC COMMUNITY COLLEGE
JOB OPPORTUNITY

PAYROLL CLERK (Part-time)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on current exam list or lateral transfer
Location: Housatonic Community College, Bridgeport, CT
Job Posting No: 87753
Hours: 20 hours per week. Flexible schedule between Monday – Friday, 9am – 5pm. Some night and weekend hours may be required from time to time.
Salary Range: \$21,019.50 approximate annual plus excellent fringe benefits
Closing Date: September 5, 2013; Applications must be received by this date.

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the **Payroll Clerk** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.** Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

PREFERRED EXPERIENCE AND SKILLS: Knowledge of general office procedures, interpersonal skills; basic oral and written communications; ability to operate office equipment including personal computer or other automated equipment, must have a high degree of neatness, accuracy, thoroughness and ability to work effectively with figures, and with the public. Knowledge of CORE-CT, Windows and Microsoft Office are preferred. Three (3) years of experience in payroll, bookkeeping, accounts payable or clerical work involving finances.

EXAMPLES OF DUTIES: The primary responsibilities of this position include, but are not limited to the following:

- Receive and review timecards for accuracy and enter payroll for fulltime, part- time and student employees into CORE-CT Payroll System.
- Adjust payroll for collective bargaining increases, annual increases, etc.
- Calculate deductions for health services, group life insurance, union dues, salary adjustments, workers compensation, and other deductions.
- Respond to questions regarding payroll and attendance issues.
- Telephone/interpersonal contact with the public.
- Computerized record keeping and preparation of reports
- Perform other related work as required.

TO APPLY: Interested candidates must submit cover letter, resume and the required* Application for Examination or Employment (CT-HR-12) ** available online at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf to:

Mail: Human Resources Department
Payroll Clerk Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604-4704

PLEASE DO NOT FAX

E-mail: ho-humanresources@hcc.commnet.edu (**Attachments ONLY**)

Incomplete submissions without the required application (or with the wrong application) will **not be accepted.*

***CT-HR-12 application must be completed in its entirety; references to resume are not acceptable.*

Posted 8/22/13